

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, December 5, 2011, for the purpose of reviewing the Standing Rules of the City Council and Council Liaison Assignments to City Advisory Groups.

Mayor Davis called the meeting to order at 8:02 p.m. It was held in the Council Room of the Municipal Building.

PRESENT WERE: Councilmembers Konrad E. Herling, Emmett V. Jordan, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts and Mayor Judith F. Davis. Councilmember Silke I. Pope was unable to attend due to illness.

STAFF PRESENT WERE: Michael P. McLaughlin, City Manager; David E. Moran, Assistant City Manager; Robert A. Manzi, City Solicitor; and Cindy Murray, City Clerk.

ALSO PRESENT WERE: Bill Orleans and Molly Lester.

Standing Rules

Council reviewed the Standing Rules document. A number of procedural changes were recommended to Section A of the "First Meeting Following Council Election" and Section A of "Voting." Noting both sections were from the Charter section of the City Code, Mr. Manzi and staff will review these sections and bring them back to Council.

There was considerable discussion regarding Council Reports. Council agreed to move this agenda item to the last item under Other Business, and eliminate Other Reports.

Council Packets/Agenda Setting Process

There was discussion regarding the Council packet preparation and the concern that some members do not have enough time to review meeting materials. Mr. McLaughlin advised staff will begin sending the draft meeting agenda to Council on the Tuesday afternoon preceding each meeting and will work on developing a process to post the agenda, comments and backup documentation on the website on Thursday evenings. He said staff will continue to deliver council packets on Friday.

Weekly Meetings between City Manager/Mayor

Mayor Davis explained that she meets with Mr. McLaughlin on Thursday afternoons to share information obtained from her various meetings, distribute information with members of Council and staff, review the Council Action Request form, and to review any letters Council has directed to be sent. She said any member of Council is welcome to participate in these meetings or set up a separate meeting with Mr. McLaughlin at another time.

Committee/Board Assignments Process

Mayor Davis explained that Mr. Jordan, in his position as Mayor Pro Tem, would like to have a greater opportunity to serve on committees and board. She noted that Mr. Putens and Mr. Roberts strongly feel these positions should be assigned by seniority. Mayor Davis said she was hoping to work out a way of assigning positions to accommodate all members.

Mr. Roberts and Mr. Putens said the same practice of assigning by seniority should be continued. Mr. Putens said this practice, which has been done for a very long time, has now become the policy.

Mr. Jordan said that in the best interest of serving the citizens, the skills and talents of each member should be considered. He stressed the need to find a way to change the current process to a different process, such as a rotation, where the skills and talents of members are fully utilized.

Ms. Mach said she respects the tradition of assigning positions by seniority but agreed with Mr. Jordan that the skills and talents of members should be considered. Mayor Davis suggested a combination process based on members voting position, skills, talents and time availability be considered.

Mayor Davis, Mr. Jordan and Ms. Mach indicated their preference would be to consider a combination process taking into account a members voting position, skills, talents and time availability when making board and committee assignments. Mr. Roberts, Mr. Putens and Ms. Pope (by email to Mr. McLaughlin) indicated their preference to continue the current appointment process by seniority. Mr. Herling suggested a combination of both ideas with a rotation after a period of time be considered.

Liaison Assignments to City Advisory Groups

Mayor Davis reviewed the current assignments to City boards and committees individually. After discussion, the following assignments were agreed to.

<i>Advisory Committee on Education</i>	<i>- Ms. Mach</i>
<i>Advisory Planning Board</i>	<i>- Mr. Jordan</i>
<i>Arts Advisory Board</i>	<i>- Mr. Herling</i>
<i>Community Relations Advisory Board</i>	<i>- Mr. Jordan</i>
<i>Forest Preserve Advisory Board</i>	<i>- Mr. Roberts</i>
<i>Greenbelt Advisory Committee on Environmental Sustainability</i>	<i>- Mr. Herling</i>
<i>Greenbelt Middle School Task Force</i>	<i>- Ms. Mach</i>
<i>Park and Recreation Advisory Board</i>	<i>- Ms. Mach</i>
<i>Public Safety Advisory Committee</i>	<i>- Mr. Putens</i>
<i>Senior Citizens Advisory Committee</i>	<i>- Ms. Pope</i>
<i>Youth Advisory Committee</i>	<i>- Mr. Roberts</i>
 <i>Friends of the Greenbelt Museum Board</i>	 <i>- Mayor Davis</i>
<i>Greenbelt Access Television Board</i>	<i>- Mr. Herling</i>

Staff will include Liaison Appointments to City Advisory Groups on the agenda of the next meeting.

Mayor Davis noted that the Metropolitan Washington Area Council of Governments (COG) had not yet requested Council assignments for their various policy boards and committees.

The meeting was adjourned at 10:50 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*